



September 1, 2004

MEMORANDUM

TO: Administrators of Hospitals and Institutional General Infirmaries  
Administrators of Nursing Homes  
Administrators of Community Residential Care Facilities  
Administrators of Intermediate Care Facilities for the Mentally Retarded  
Administrators of Residential Treatment Centers for Children & Adolescents  
Administrators of Inpatient Hospice Facilities  
Administrators of Inpatient Facilities that Treat Individuals for Psychoactive Substance Abuse or Dependence

FROM: Dennis L. Gibbs, Director  
Division of Health Licensing

RE: Emergency/Disaster Preparedness

The 2004 Hurricane season is well underway. The National Weather Services Climate Prediction Center indicates a 50% probability of an above-normal hurricane season. The outlook calls for 12 – 15 tropical storms with 6 – 8 becoming hurricanes and 2 – 4 of these becoming major hurricanes.

The Division of Health Licensing recommends that health care facilities review current Emergency/Disaster Preparedness Plans to insure that component parts (transportation, shelter, and staffing) can be effectively implemented. Facilities should be sure that supervisory/management staff can easily locate the Plans, that staff are aware of the specific contents of the emergency/disaster plan and that staff are aware of their individual and collective responsibilities. I have attached a copy of our “Emergency Evacuation Plan Components” for your use in reviewing your plan (Att.1)

Facilities and activities licensed by the Division of Health Licensing are all required to assure the safety and well being of their staff, patients and residents during an emergency.

Health care facilities are reminded that the new Emergency Order (Att. 2) issued by C. Earl Hunter, Commissioner of the South Carolina Department of Health and Environmental Control on August 30, 2004, regarding hospitals, nursing homes, and other residential care facilities allows for no exceptions to the preparation and maintenance of emergency evacuation plans.

Hospitals and nursing homes located in the coastal region (Beaufort, Berkeley, Charleston, Colleton, Dorchester, Georgetown, Horry and Jasper counties) that are seeking exemption in the event the Governor issues a Mandatory Evacuation Order for an impending hurricane must have

previously submitted a complete Critical Data Sheet in conjunction with the required Disaster Preparedness Plan. Only facilities that have submitted the required Critical Data Sheet with required documentation and have a currently approved plan on file can be considered for exemption from a Mandatory Evacuation Order. Your facility must follow the procedure outlined below to request a review and evaluation during a declared emergency:

- Complete the online Critical Data Sheet at **<http://scangis.dhec.sc.gov/CDATASHEET/LOGIN.ASPX>**
- Submit a copy of the engineer's report concerning the wind load your facility should withstand
- Comply with the DHEC Emergency Order (attached) which requires sheltering, transportation and staffing plans
- Draw down the census of the facility
- Request exemption from the evacuation order from DHEC's Health Licensing Division at 803-545-4370.

DHEC staff will review the above information, in addition to storm projections, SLOSH (Sea, Lake, and Overland Surges from Hurricanes) model and other relevant data in order to determine whether your facility will be allowed to shelter-in-place for a specific storm. Future storms will require that staff use this same process to evaluate your request for exemption. Unless there is a change at your facility that effects information contained in the Critical Data Sheet or your Disaster Preparedness Plan you will not need to submit this information again during the hurricane season.

I have attached a list of the facilities which have completed their Critical Data Sheets (Att. 3). If you require assistance with submitting data to the system, please contact Ravi Mahalingam (803-898-3667).

Questions regarding Disaster Preparedness Plans can be directed to Stan Cooks, Division of Health Licensing (803-545-4657), Shirley Hollingsworth, Office of Public Health Preparedness (803-898-3709) or Beverly Patterson, Disaster Preparedness – Health Regulations (803-545-4200).

DLG:SC:yam

cc:	Leon Frishman	SCANPHA
	Jerry L. Paul	SCNHA
	Beverly Patterson	SCARCH
	Shirley Hollingsworth	Brad Beasley, SCDDSN
	Division Staff	Doug Calvert, DHEC
	SCHA	C. Earl Hunter, Commissioner
	SCHCA	Cheryl Bullard, DHEC

- Atts (1) Memorandum of Sept. 02, 2003 with "Emergency Evacuation Plan Components"
- (2) Emergency Order
- (3) Facilities with completed Critical Data Sheets with required wind load data verification as of August 4, 2004



## Attachment (1)

September 16, 2004

### MEMORANDUM

TO: Administrators of Intermediate Care Facilities for the Mentally Retarded  
Administrators of Hospitals and Institutional General Infirmaries  
Administrators of Nursing Homes  
Administrators of Hospices  
Administrators of Community Residential Care Facilities  
Administrators of Residential Treatment Centers for Children & Adolescents  
Administrators of Facilities that Treat Individuals for Psychoactive Substance Abuse or Dependence

FROM: Dennis Gibbs, Director  
Division of Health Licensing

SUBJECT: Emergency Evacuation Plan Submission Requirements

Effective January 1, 2004, each facility is required to submit a current emergency evacuation plan annually to the Division of Health licensing prior to the expiration date of its license. A current plan is one that has been developed, revised, and/or reviewed by the facility within 120 days prior to the license expiration date. Plans should be received in our office no later than 60 days prior to the expiration date of your license to insure that your license is renewed in a timely manner.

A facility license will not be issued or renewed, until such time as the Division receives an acceptable completed plan that adequately addresses all of the requirements as outlined in the Emergency Order issued by the Department on August 30, 2004. In addition, the plan must meet the licensing standards pertaining to emergency/disaster preparedness contained in the DHEC regulation appropriate to the type of license issued to your facility by the Department and are as follows:

Reg. 61-13, Habilitation Centers, Sec. B.(8)

Reg. 61-16, Hospitals and Institutional General Infirmaries, Sec. 207

Reg. 61-17, Nursing Homes, Sec. B(8).

Reg. 61-78, Hospices, Section 1701

Reg. 61-84, Community Residential Care Facilities, Sec. 1400

Reg. 61-103, Residential Treatment Facilities for Children and Adolescents, Sec. J(6)(a).

Reg. 61-93, Facilities that Treat Individuals for Psychoactive Substance Abuse or Dependence, Sec.1502

The table below contains all of the components from the emergency order and the regulations that must be addressed in your emergency evacuation plans and in your facility procedures. Please ensure that your plan contains all items listed and submit it to:

**DHEC**  
**Division of Health Licensing**  
**2600 Bull Street**  
**Columbia, SC 29201.**

## EMERGENCY EVACUATION PLAN COMPONENTS

All Items Below Must Be Included In Your Plan	
	<b>Plan includes a Sheltering Plan and:</b>
	1. A signed letter of agreement between the facility & the sheltering facility *
	2. Sheltering agreement is current and still in effect and:
	a. Includes sleeping plan
	b. Includes feeding plan
	c. Includes medication plan
	d. Addresses accommodations for relocated staff
	<b>Plan includes a Transportation Plan and:</b>
	1. Includes number and type of vehicles required
	2. Explains how vehicles will be obtained
	3. Designates who will provide drivers
	4. Addresses medical support during relocation
	5. Estimates time to accomplish relocation
	6. Describes route to be taken to sheltering facility
	<b>Plan includes a Staffing Plan and:</b>
	1. Describes how care will be provided to relocated patients or residents
	2. Identifies number and type of staff
	3. Plans for relocating and transporting facility staff provided
	4. Co-signed by both facilities if sheltering facility staff provided
	<b>Emergency Evacuation Plan has been coordinated with:</b>
	1. The local emergency preparedness office
	<b>Plan rehearsed annually (if required by regulation) and documented to include:</b>
	1. Time and date
	2. Summary of actions and recommendations
	3. Names of Participants

09/16/04

\* The State of South Carolina Department of Health and Environmental Control – Emergency Order dated 8/30/04 requires the letter of agreement to include: “the number of relocated patients or residents that can be accommodated”.

**STATE OF SOUTH CAROLINA  
DEPARTMENT OF HEALTH AND ENVIRONMENTAL CONTROL  
EMERGENCY ORDER**

**WHEREAS**, hospitals, nursing homes, and other residential care facilities subject to regulation pursuant to SC Code Ann. §44-7-20 *et seq.* and regulations promulgated pursuant thereto are required to prepare and maintain Emergency Evacuation Plans; and

**WHEREAS** healthcare facility plans must make adequate provisions for:

- (1) Coordinating with sheltering facilities that will receive patients from evacuation areas, so that sheltering facilities named in evacuation plans are aware of that designation and prepared to receive additional patients;
- (2) Demonstrating the capability for transporting residents and patients to sheltering facilities;
- (3) Planning for relocating staff or providing staff at the sheltering facilities;

**WHEREAS** there is a substantial potential that one or more hurricanes will threaten the South Carolina coast during a hurricane season; and

**WHEREAS** the identified deficiencies in facility evacuation plans must be corrected promptly;

**NOW THEREFORE,**

**IT IS ORDERED**, pursuant to SC Code Ann. §44-1-140 that, in addition to the requirements of Regulation 61-16, Standards for Licensing Hospitals and Institutional General Infirmaries, Section 207; Regulation 61-17, Standards for Licensing Nursing homes, Section B.8.; Regulation 61-84, Standards for Licensing Community Residential Care Facilities, Section 1401; Regulation 61-13, Standards for Licensing Habilitation Centers for the Mentally Retarded or Persons with Related Conditions, Section B.(8); and Regulation 61-103, Standards for Licensing Residential Treatment Facilities for Children and Adolescents, Section J.6.a.; Regulation 61-78, Standards for Licensing Hospices, Section 1701; and Regulation 61-93, Standards for Licensing Facilities that Treat Individuals for Psychoactive Substance Abuse or Dependence, Section 1502, each facility subject to one or more of the foregoing regulations shall prepare an Emergency Evacuation Plan that conforms to the following requirements:

- (1) (a) A Sheltering Plan for an alternate location to house patients or residents. This Plan shall include: full provision for at least the number of licensed resident or patients beds at that facility; the name, address and phone number of the Sheltering Facility (or Facilities) to which the patients or residents will be relocated during an emergency; a Letter of Agreement signed by an authorized representative of each Sheltering Facility which must include: the number of relocated patients or residents that can be accommodated; sleeping, feeding and medication plans for the relocated patients or residents; and provisions for accommodating relocated staff. The Letter of Agreement must be updated annually and whenever significant changes occur. For those facilities located in Beaufort, Charleston, Colleton, Horry, Jasper and Georgetown Counties, at least one Sheltering Facility must be located in a county other than the six named counties.

(b) In the event a hospital or nursing home is located in an area subject to an order of evacuation and current data from the Army Corps of Engineers indicates the facility will not be affected by the storm surge, the following information must be current and on file with the Department before the facility can be considered for exemption from the mandatory evacuation order:

- (i) A **Critical Data Sheet** must be complete and on file with the Department of Health and Environmental Control which certifies the following:
  - Emergency power supply is available for a minimum of 72 hours;
  - A 72 hour medical supply is available on site;
  - A 72 hour supply of food and water is on site.

The **Critical Data Sheet** website for entering information is located at <http://scangis.dhec.sc.gov/cdatasheet/login.aspx>

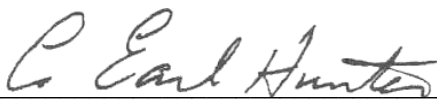
- (ii) Adequate staff must be available and on duty to provide continual care for the residents
  - (iii) An engineer's report concerning the wind load the facility should withstand must be on file with the Department;
  - (iv) The facility must request an exemption from the evacuation order from DHEC's Health Licensing Division.
- (2) A Transportation Plan for relocating the patients or residents. The Transportation Plan must include the number and type of vehicles required; how and when they will be obtained; who (by name or organization) will provide drivers; procedures for providing medical support and medications during relocation; the estimated time to accomplish the relocation; and the primary and secondary route to be taken to the sheltering Facility.
- (3) A Staffing Plan for the relocated patients or residents. The Staffing Plan must outline in detail how care will be provided to the relocated patients or residents, including the number and type of staff. If staffing will be provided by the Sheltering Facility, the Staffing Plan must be co-signed by an authorized representative of the Sheltering Facility. If staffing will be provided by the relocating facility, plans for relocating staff or assuring transportation to the Sheltering Facility (Facilities) must be provided.

**IT IS FURTHER ORDERED** that each facility shall communicate and coordinate with local Emergency Preparedness Divisions in the development and implementation of the Emergency Evacuation Plans.

**IT IS FURTHER ORDERED** each facility shall certify to DHEC no later than June 1 of each year that the Emergency Evacuation Plan contains a Sheltering Plan, Transportation Plan, and Staffing Plan complying with the terms of this Order, and shall submit to DHEC the name(s) of the Sheltering Facility (Facilities). A copy of this Order shall be provided to each facility.

**AND IT IS SO ORDERED.**

8-30-04  
Date

  
C. Earl Hunter  
Commissioner

**Facilities with completed Critical Data Sheets  
(With required wind load data verification as of August 4, 2004)**

Bay View Nursing Ctr., Inc.  
Beaufort, SC

Hilton Head Regional Med. Ctr.  
Hilton Head Island, SC

Life Care Ctr. of Hilton Head  
Hilton Head Island, SC

Charleston Memorial Hosp.  
Charleston, SC

Charleston Nursing Home  
Mt. Pleasant, SC

Grace Hall – Rehab.  
Mt. Pleasant, SC

MUSC Medical Ctr.  
Charleston, SC

Lakes @ Litchfield Skilled Nursing Ctr.  
Pawley's Island, SC

Covenant Towers Health Care  
Myrtle Beach, SC

Grand Strand Healthcare  
Myrtle Beach, SC

Grand Strand Regional Med. Ctr.  
Myrtle Beach, SC